



## Local Security Associate

<b>Job title:</b>	<b>Local Security Associate</b>
<b>Level:</b>	<b>GS-7</b>
<b>Position Number:</b>	<b>99572</b>
<b>Location:</b>	<b>Baghdad, Iraq</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non-Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>
<b>Closing date:</b>	<b>26 August 2021</b>

### The Position:

The Local Security Associate delivers quality services in security related issues to internal and external clients. You will work closely with UNDSS Security Adviser/Field Security Coordination Officer, Government Security Departments and you will report to the International Operations Manager.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

You will provide assistance to the Country Office Management for ensuring MOSS/MORSS compliance and matters pertaining to safety and security of UNFPA personnel, premises and associated assets. You will work under the technical guidance of UNFPA Regional Security Adviser for functional security matters.

### You would be responsible for:

#### Assisting in implementing the Country Office Security Plan focusing on the following:

- Providing assistance to the Country Office in implementing the Country Security Plan, Contingency Plan and the UN Security Framework, including ensuring that all UNFPA personnel are covered by relevant security plans.



- Collaborating with Human Resources Unit in ensuring staff lists are maintained and regularly provided to UNDSS and to the Regional Security Adviser.
- Administering and testing UNFPA Country Office Warden Plan.
- Participating and coordinating field missions and facilitating movement within Baghdad and other parts of the country by providing guidance to the team leaders of field missions and keeping coordination with the UNDSS and radio room.
- Ensuring timely preparation of mission requests and security clearances.
- Facilitating security clearances for UNFPA staff and missions arriving in Iraq, as needed
- Ensuring timely preparation and submission of Movement of Personnel (MOP) requests, following up on endorsement of MOPs by UNDSS and maintaining proper records.
- Preparing and administering documentation related to travel arrangements, both local and international, including Travel Authorizations.
- Facilitating issuance and renewal of staff IDs.
- Coordinating with UNDSS ensuring availability of updated and adequate procedures for dealing with emergencies involving UNFPA staff in all project locations/offices.
- Assisting in preparing and implementing UNFPA Business Continuity Plan.
- Coordinating with UNDSS for 24-hour response to all security and safety related incidents involving UNFPA staff.
- Providing assistance to UNFPA Country Office Security Focal Point in implementing recommendations of the UNFPA Regional Security Advisor and UNFPA Office of Security Coordinator.

#### **MOSS/MORSS Compliance:**

- Assisting in maintaining and monitoring the Minimum Operational Security Standards (MOSS) and Minimum Operational Residential Security Standards (MORSS) compliance of UNFPA staff, offices, equipment and other areas as well as in identifying the emergency communication equipment needs.
- Assisting in preparing UNFPA security reports such as the security incident reports.
- Assisting the Security Focal Point in conducting MOSS self-assessment regularly.
- Ensuring all staff members posted to UNFPA Iraq have completed BSAFE security training and certificates are with Human Resources Unit.
- Assisting in selection and procurement of appropriate security equipment (vehicles, telecommunications, etc.) and monitoring deployment and functionality of the equipment.
- Coordinating with Security Focal Point and UNDSS for conducting periodic appropriate security assessments of UNFPA premises and equipment and providing advice on shortfalls in security preparedness and recommending improvements and solutions.
- Coordinating with the Country Office Security Focal Point and UNDSS in implementing UNFPA office security measures and procedures.

#### **Threat and Risk Assessment:**

- Coordinating with UNDSS security risk assessments, evaluations and surveys of UNFPA Country Office and project offices, as appropriate.
- Coordinating with different stake holders on the office emergency and security preparedness.

**Liaison/Coordination:**

- Working in close cooperation with UNDSS, and if so requested, maintaining close contact and liaising with host government agencies and other UN offices to obtain latest information regarding the security situation in the country.

**Assisting the Country Office Security Focal Point (SFP) with the following:**

- Providing general administrative assistance to the SFP including assisting with security expenditure and budgeting.
- Maintaining routine and confidential security correspondence and documents.
- Providing substantive support to the SFP in collecting and updating information on security issues.
- Taking minutes at security meetings.

**Security Training/Briefings**

- Coordinating with UNDSS in providing support in organizing and conducting training courses and briefings on security issues/awareness, preparedness and orientation to newly assigned staff.

**Other Tasks and Activities**

- Providing assistance in conducting and following up of security related investigations and incidents affecting UNFPA staff and offices.
- Representing UNFPA at local security cell meetings as an alternate to the country office SFP.
- Providing briefing to staff and other associated personnel on UN Security Management System and other relevant security matters.
- Performing any other security related tasks assigned by the country office SFP.

**Qualifications and Experience:****Education:**

Completed Secondary Level Education required. First level university degree desirable.

**Knowledge and Experience:**

- Seven years of relevant experience in security, preferably in the military or police or related field.
- Experience in an international environment is an added advantage.
- Good relations and influence with national security organs is highly desirable.
- Proficiency in current office software applications and corporate IT systems.

**Languages:**

Fluency in English; knowledge of other official UN languages, preferably Arabic, is desirable.

**Required Competencies:**



<p><b>Values:</b></p> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"><li>• Providing logistical support</li><li>• Managing data</li><li>• Managing documents, correspondence and reports</li><li>• Managing information and work flow</li><li>• Planning, organising and multitasking</li></ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	<p><b>Managerial Competencies:</b></p> <ul style="list-style-type: none"><li>• Providing strategic focus,</li><li>• Engaging in internal/external partners and stakeholders,</li><li>• Making decisions and exercising judgment</li></ul>

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>  
In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

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